

INSTRUCTIONS FOR IMPROVEMENT LOCATION PERMIT

*****READ CAREFULLY TO AVOID DELAYS*****

These instructions were compiled only to *assist* in securing an improvement location permit. For complete details, the Madison County Land Use & Development Code is available in its entirety at www.madisoncounty.in.gov or in the Planning Commission Office.

Before your permit application will be reviewed, you MUST submit one (1) copy of each of the following documents for all proposed improvements, and (1) Copy of the building plans are needed:

- ☐ Completed Application- (Fill in ALL blanks with proper information or N/A).
- ☐ Driveway Permit - If on a State Road, the permit will come from INDOT (317-462-7751). All other driveway permits (county or private) come from the Planning Department (765-641-9544)
- ☐ Site plan **drawn to scale** and must show:

NEW HOMES:

Lot drawn to scale with road names, Distance to property lines on all 4 sides, N (north) arrow, drive way and what scale is being used. Acceptable scales: 1" = 10', 20' or 30'.

ALL OTHERS:

Printed Ariel view of entire property showing street names, Drawn in proposed building, Distance to property lines on all 4 sides, N (north) arrow.

- ☐ Blueprints/building plans – 1 Set
- ☐ Building Elevations showing all sides of proposed building (e.g. windows/doors)

In addition to the above items, the following is needed for *New Homes*:

- ☐ Copy of sewer/septic permit - If you will be hooking into sanitary sewers, a signed agreement or proof of tap fee paid is needed. If you will be on a private septic system, a letter from the Madison County Health Department approving your plans is required. This letter will be one (1) page and have "Approved by and the date" in the upper right-hand corner.

After submitting ALL the required documentation, your application will be reviewed. This process normally takes seven (7) to ten (10) business days. We will contact you when it is ready to be picked up. All permits must be picked up in person. They will NOT be mailed out. The permit fee is payable when the permit is picked up. We accept checks or cash (cash must be exact amount) ONLY. No credit or debit cards.

Madison County Planning Commission
16 E. 9th Street, Room 200, Anderson, IN 46016
Ph: (765) 641-9541 Fax: (765) 648-1361
www.madisoncounty.in.gov

Building Permit Application
MADISON COUNTY PLANNING COMMISSION
16 E 9TH STREET, BOX 13, ANDERSON, IN 46016
(765)641-9541 madisoncounty.in.gov

Permit Number: _____

Date: _____

**** No application will be accepted without all the necessary requirements - See attached****

Owner's Information

Name _____ Phone # (s) _____

Address, include City, State & Zip Code _____

Township: _____ Email Address: _____

Property Information

Subdivision Name, if applicable _____ Lot # _____

Project address _____

Location directions: On the _____ (N,S,E,W) side of _____ (County Rd. name or number)
approximately _____ feet (N,S,E,W) of _____ (County Rd. name or number)

Must Have State Parcel ID # For New Homes (Starting with a 48-) _____

****This can be found by going on the Treasurer's or Council of Govts Mapping website and typing in owner name or address. ****

Construction Information

Improvement type (*what are you building*) _____

of stories _____ Type of construction (*eg. stick built, modular, manufactured*) _____

Foundation type - Basement Crawl or Slab _____ Roof trusses or Dimension Lumber?

If trusses, mfg. by whom? _____ Floor Const.: I-Joists or Dimension Lumber

Fireplace? _____ If yes, prefab or masonry? _____ Type of heat _____

Type of water heater: Gas Electric or Propane **Electric service provider** _____

Will it have, and type of : Porch Patio Deck # of Garage bays _____

Total square feet or dimensions of improvement _____

Estimated cost of improvement _____ Sewer Connection or Septic System

of bedrooms _____ # of bathrooms _____

Will You Be Working On... *Electric Plumbing HVAC Footer Foundation Underslab*

Contractor Information

Circle One

Owner or Contractor (complete below)

Contractor name _____ Phone # _____

**WE DO NOT ACCEPT DIGITAL
FILINGS
ALL FILING MUST BE DONE IN HARD
COPY (no exceptions)**

Signature of Landowner/Applicant/Builder

The above and foregoing information is true and correct to the best of my knowledge.

Signature of owner applicant/builder

Date

Who shall we contact when permit is ready. _____ # _____ ?

Send Certificate of Occupancy to: _____

OFFICE USE ONLY FROM THIS POINT

MADISON COUNTY SURVEYOR

Date: _____

Improvement Type: _____

- ☐ County Regulated Drain located on property.
☐ Not aware of a County Regulated Drain on property.

Drain Name if applicable: _____

Comments: _____

Initials: _____

Flood Plain Map Number 18095C _____ D

State Parcel ID# _____

Date submitted _____ Parcel number _____ Township & Section No. _____

Zoning district _____ Split date _____ MCPC pet. # _____ BZA pet. # _____

Road classification: Local Collector Arterial Proposed ROW 30 40 45 50

Required setbacks: front _____ plus ROW = _____ sides (N S E W) _____ rear _____

Actual setbacks: front _____ plus ROW = _____ sides (N S E W) _____ (N S E W) _____ rear _____

Notes & restrictions: _____

Approved by _____ New address issued: _____
